



LEAD COORDINATOR FOR LIHEAP

APPLICATION DEADLINE IS TUESDAY, APRIL 3, 2018 AT 11:59PM

Division: Community Programs
Reports to: Housing Program Manager – Energy
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: 36
Monthly Salary Range Minimum: \$4,295
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY:

Under limited supervision, leads in the administration of the Low Income Home Energy Assistance Program (LIHEAP) and represents the agency in various local and state collaborations working to reduce the energy burden of low-income individuals and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Leads in the coordination of the LIHEAP, including program design, fund allocation and management grant award, contract development and issuance, payment review, and grant close-out.
- Prepares LIHEAP Model Plan, updates manual, and writes contracts and contract attachments.
- Conducts public hearings, receives and evaluates comments, makes program design adjustments.
- Conducts program outreach to interested parties.
- Reviews payment requests for compliance, authorizes payments, and processes grantee pay requests.
- Establishes and monitors fund allocation and expenditures to meet federal program guidelines; completes federal reporting; reconciles previous year's carryover.
- Serves as point of contact with the federal Health and Human Services (HHS), including via regular telephone calls.
- Reviews and interprets federal and state policies and regulations and recommends policy actions to Housing Program Manager – Energy.
- Supports Research Division in the preparation of required documents to report LIHEAP statewide impact.
- Monitors grantees in accordance with program regulations and issues results; identifies and addresses performance issues with sub-grantees.
- Enters data into and generates reports from federal and state grants management systems.
- Researches specific policy issues as requested by the Housing Program Manager - Energy.
- Participates in and represents agency in collaborations designed to reduce the energy burden of low income Tennesseans.
- Researches best practices, identifies new solutions, and implements actions to improve the effectiveness of LIHEAP.
- Evaluates grantee progress and needs, implements training and technical assistance based on these evaluations, leads coordination of application and grantee workshops, including leading and moderating discussions and making presentations on various relevant topic areas.
- Works collaboratively within and across Divisions to support implementation of LIHEAP and other Division programs.
- Serves as lead worker to train and coordinate work activities of staff as requested by the Housing Program Manager - Energy.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School Diploma or GED; Bachelor degree and/or relevant post-high school certification is preferred.
- Three years of related experience.
- Experience in the administration of federal grant programs is preferred.
- Experience working in the administration of programs serving the low income and vulnerable populations is preferred.
- Experience in and/or extensive knowledge of energy, poverty assistance, and/or housing programs in Tennessee is highly preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of programs and framework to serve the low-income population with energy assistance or the ability to quickly learn these.
- Knowledge of the Low Income Home Energy Assistance Program (LIHEAP) regulations or the ability to quickly learn these.
- Ability to effectively deal with complex issues and manage complex projects while working under pressure to meet deadlines.
- Proven ability to work quickly under pressure while still ensuring a high quality work product.
- Excellent problem solving, analytical skills, and decision making skills.
- Ability to think creatively and work independently.
- Maintains credibility through sincerity, honesty, and discretion.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to exercise good judgment in evaluating complex situations.
- Ability to adjust to frequent procedural change.
- Documents regularly, thoroughly, accurately, and completely.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Strong attention to detail a must.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- In-state travel (about 10%) and occasional out-of-state travel.
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER
APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION
PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE
APPLICATION INSTRUCTIONS

